

Absence and Attendance Policy

Policy Statement

At the Childrens Learning Centre, we recognise the importance of regular attendance for children's development, safety, and emotional well-being. This Absence and Attendance Policy outlines our procedures for recording attendance and following up on any unexplained or prolonged absences, ensuring that children are safeguarded and fully supported while in our care. Robust attendance monitoring supports safeguarding and contributes to every child's continuity of care and learning.

Recording Attendance

- Accurate daily attendance records are maintained for all children, noting arrival and departure times for children in each of our 3 rooms.
- Registers are completed **immediately upon a child's arrival and departure** to ensure real-time safeguarding.
- Records are stored securely and are available for inspection by Ofsted or the local authority.

Parent and Guardian Responsibilities

- Parents or legal guardians must **inform us as soon as possible** if their child is going to be absent from the setting for any reason (e.g. illness, holiday, family emergency).
- We request that parents **notify us before the expected session begins** on the day of absence or as soon as is possible that morning, before 10am.

Monitoring and Following Up on Absences

- In line with the EYFS, we have established a **clear procedure for identifying and following up** on prolonged or unexplained absences.
- We keep an Absent Book along with a Holiday Book in the office. These are completed as soon as a parent informs us of an absence

or holiday. Staff in that child's room are also informed of the absence and why.

- Our **record books will state the child's name, DOB, and the reason for the absence. They need to be logged in on the right day and room the child would normally attend.**
- Staff will also place a child in the Absent Book **if that child is sent home poorly or for any other reason during the day.** Staff note the time the child left the premises on both the room register and the Absent Book and record the reason why.
- If a parent has not notified us before 10am as to why their child has not attended the setting, a member of staff will ring the contact numbers provided and record in either Absence or Holiday Book the parents response.

Steps to be taken if no notification of absence has been made and no response from first phone call.

1. Attempt to contact the parent or guardian using the **primary contact number.**
2. If no response is received, we will try the **second (or additional) emergency contact.**
3. If no response we will then use each of the **additional emergency contact** numbers now supplied on each child's application form.
4. We would also send an email to all primary contacts.
5. If the absence continues unexplained for more than **24 hours**, and no contact is made, we may escalate the concern to **local safeguarding authorities** following our safeguarding procedures.

These steps are taken to ensure the child's safety and welfare.

Emergency Contact Details

- We maintain a minimum of **two up-to-date emergency contacts per child** to ensure effective communication in cases of unexplained absence or emergency.

- Parents are asked to **review and update** their emergency contact details at least **termly**, or immediately if changes occur.

Prolonged or Repeated Absences

This process allows us to monitor prolonged or repeated absences and proactively safeguard children's welfare and engage parents in any help and support that may be required. We can also look at any patterns of absence and what this may mean for the child and the most appropriate action to take.

- In cases of regular non-attendance or repeated absences, we will:
 - Discuss concerns with parents to understand any underlying reasons
 - Offer support or signpost to services if there are barriers to regular attendance
 - Monitor patterns that may raise safeguarding concerns and report accordingly

Holidays and Planned Absences

- Parents are encouraged to **inform us by email** of any planned absences (e.g. holidays, appointments) in advance.
- These will be recorded separately from unnotified absences in our Holiday Book, in the office.

Funded Hours Considerations

- For children accessing **government-funded hours**, we are required to monitor attendance to ensure funding is used appropriately.
- Frequent or extended absences without valid reason may be reported to the **local authority** and could impact ongoing eligibility for funding.

All actions taken in this policy ensure we are proactively safeguarding children's welfare and identify potential risks to children who are not attending expected sessions

